



HUMAN RESOURCE SERVICE CENTER - NORTHEAST

* V A C A N C Y A N N O U N C E M E N T *

POSITION: CONTRACT NEGOTIATOR, GS-1102-12 (several positions)	ANNOUNCEMENT: PHL 01-0056
LOCATION: Contracting Directorate Contracting Departments 2 (P022) & 3 (P023) NAVICP Philadelphia, PA	OPENING DATE: 05/08/01
SALARY: \$53,431 - \$ 69,456 PA	CLOSING DATE: 05/08/02 First cut-off: 06/08/01 Additional cut-off dates will be determined as vacancies occur.
AREA OF CONSIDERATION: All Federal Agencies within the commuting area	
WHO MAY APPLY: Appointable candidates <u>within the area of consideration</u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees, employees serving under permanent VRA appointments; and individuals who are eligible for reinstatement, have VRA or VEOA eligibility, or are eligible to receive noncompetitive appointments from some other means (e.g., NAF and handicap appointments).	

INQUIRIES: Jane Zamzow, (215) 408-5203, DSN 243

Permanent Change of Station (PCS) is not authorized.

DUTIES OF THE POSITION: The incumbent purchases supplies and services assigned to the Buying Division. The incumbent is particularly concerned with negotiated procurements involving large quantities of the assigned commodities or large dollar value items and the most complex of competitive requirements. The major portion of the items subject to negotiation are procurable from sole sources of supply. Sole source procurements must be effected without the benefit of prices from competing bidders. Reasonableness of proposed prices can be assured only by examination of production costs and through cost/price negotiations. Many of the items procured do not have historical cost data available for guidance in negotiations. Competitive buys are for the most complex high dollar requirements. In many cases a complete drawing package permitting the successful offer to "build to print" is not available. Both quality of material and delivery are critical as the equipment are often required for installation in new production aircraft. At the same time, it is essential to maximize competition for these requirements. The incumbent serves as Contracting Officer with a warrant not exceeding \$1,000,000 obligation authority.

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual. An applicant who is currently employed by the Department of Defense (DOD) in the 1102 occupational series or served in the 1102 series prior to 1 Oct 2000 in DOD is excluded from the following qualification requirement:

An applicant who is not currently employed by DOD, or who has never held a position in the 1102 series while employed by DOD prior to 1 Oct 2000, must have received a baccalaureate degree from an accredited education institution authorized to grant baccalaureate degrees, and have completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance,

law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Specialized experience for all applicants is defined as managing, supervising, performing, or developing policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. Applicants must have one year of specialized experience at the GS-11 level.

TIME IN GRADE: Applicants must have held a GS-11 or higher for 52 weeks.

SPECIAL REQUIREMENTS: DAWIA requirements: This is a Department of the Navy Acquisition position in the Contracting Career Field. Must be DAWIA certified to Level II within eighteen (18) months of employment. As specified in DOD regulation 5000.52.M and SECNAVINST5300.36, *DAWIA Certification II requirements will be used as quality ranking factors.* Eligibility for this position will be based upon a clear showing that the applicant has had experience of the scope and quality sufficient to effectively carry out the assignments of the position. The best qualified candidates will be distinguished from other applicants using the certification requirements *on <http://www.acq.osd.mil/dau>* for Level II of the Contracting Career Field. Any selectee who is not certified at Level II of this career field at the time of assignment to the position must meet the mandatory requirements within 18 months after assignment to the position. *Please indicate in your resume your level of certification including the career field and date of certification, or that you are not certified.*

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement.

Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

In the body of your resume, you should reflect your experience that relates to the duties of this position as described above. Additionally, you should address the following knowledge, skills, and abilities (KSAs): Knowledge of contracting techniques and supplier management, and ability to communicate effectively both orally and in writing. **SEPARATE KSA RESPONSES WILL NOT BE ACCEPTED.**

DISPLACED FEDERAL EMPLOYEES: This position is subject to the Department of Defense Priority Placement Program.

Individuals who have special priority selection rights under the Interagency Career Transition Assistant Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. ICTAP eligibles will be considered well qualified if skills identified in applicant's resume match 100% of key skills identified by Selecting Official. Upon request, Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet.

To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division,
Attn: RESUMIX, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer

